

JOB DESCRIPTION

JOB TITLE: Health Educator

GRADE: 14

JOB CODE: 2805

DATE: 02/22/96

GENERAL FUNCTION: Under general supervision performs work of moderate difficulty planning, implementing and conducting public health education program(s) for the local health department.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Plans and implements public health education program(s). Identifies and evaluates the community health needs and the resources available. Develops goals, objectives and program guidelines necessary for effective implementation of the health education needs of the target population. Evaluates program effectiveness and develops plans for increasing effectiveness in the future.

Provides consultation and assistance in the selection, development, utilization and evaluation of health education curriculum and materials to community organizations, local professional groups, public and private schools, and various agencies who are involved in the specialized area of health training;

Establishes working relationships with school system personnel to promote the development of health curricula;

Teaches appropriate aspects of health education in school and clinic settings; exchanges information with various organizations and agencies concerning the health needs of the county, district, or community, informally or through presentations and speeches in order to inform, educate and motivate individuals in accordance with program needs and objectives; arranges for resource personnel as necessary.

Disseminates health information to the public relative to the specialized program to which assigned.

Develops and maintains working contacts with radio, television and newspaper personnel; prepares articles for local newspapers and radio public announcements; prepares exhibit materials for special projects; assembles visual aids, printed materials and art materials; writes scripts; takes photographs; prepares materials for health education tape/slide presentations.

Compiles statistical information for health program needs and interprets the health education implication for various programs.

JOB TITLE: Health Educator (continued)

JOB CODE: 2805

Assesses the in-service education needs of physical health and health department staff. Develops and provides in-service education to staff, teachers, volunteers, and other community groups.

Reviews technical literature and attends meetings and training sessions to keep abreast of scientific, educational and medical developments in health education that may enhance the effectiveness of state, district, or county public health education methodology and strategy.

SUPERVISION RECEIVED: With alternating periods of relative autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED: No supervisory responsibility required.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Good knowledge of data collection and evaluation techniques appropriate to the identification and definition of health education program needs and effectiveness; of educational program development, as it relates to the preparation of health education displays, lectures, written material, and classroom programs; of the organization and functions of official and voluntary health agencies; of the basic concepts of physical and mental health; of the availability and accessibility of community and public health resources; of the role of health workers of various disciplines; or oral and written communication techniques; of audio-visual production technique; of the effect of biology, lifestyle, environment and personal health care delivery system on health status; of the procedures for developing and preparing news releases, feature stories, and/or scripts.

Working skill in the preparation and use of educational literature and audio-visual aids; in making oral presentations of instructional programs; in communicating effectively with the professional staff of other disciplines (especially health care delivery) and with the general public.

Working ability to assess and evaluate the needs and subsequent effectiveness of a health education program; to plan and implement appropriate health education change, improvements and/or new health education programs; to disseminate and interpret to the community timely information on health status, health prevention, health maintenance, and entrance into the health care delivery system; to develop effective professional working relationships with school system personnel, community organizations, media personnel, etc.; to organize and coordinate events and activities.

JOB TITLE: Health Educator (continued)

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Minimum Education, Training and Experience Requirements: Bachelors degree for a college or university in health education, community health, the social or behavioral sciences or nursing; or a teaching certificate in elementary or secondary education.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.